



**The City Of
Napa, California
In The Scenic
Napa Valley
Is Seeking An
Experienced
City Clerk**



THE REGION

The picturesque Napa Valley lies in close proximity to San Francisco, the Pacific Ocean, Lake Tahoe, and Sacramento—the state capital. The region is known for its beautiful vineyards, scenic hills, moderate climate, low crime, historic structures, inviting culture, and outstanding schools.

Napa was named after the Wappo Indian tribe, the original inhabitants of the Napa Valley area. By 1830, settlers began farming the fertile soils bordering the Napa River, and by the late 1860's, venturesome farmers planted the first wine grapes. This spawned an industry that transformed Napa Valley into a world-class wine growing region and a popular tourist destination. The City of Napa has a population of approximately 76,000 and is one of five cities located in the County. The City of Napa is the county seat.

Developing industry and job growth within the region are in primarily three areas: hospitality and tourism, food and beverage, and technology. More than 70% of the job growth will be in the service-producing industries, such as retail and wholesale trade, and government.

Leisure Activities

Recreation and entertainment choices are plentiful in the Napa Valley. The region has been successful in maintaining its "small town atmosphere" while catering to a large tourist population each year. Cultural venues are abundant through a variety of festivals, celebrations, theatre shows, and events. The broad spectrum of outdoor activities includes bicycling tours through vineyards, golfing, tennis, hot air balloon rides, camping, and historic walking tours. Gourmet restaurants are sprinkled throughout the region, as are many mineral-spring spas. All of these pursuits can be enjoyed while being surrounded by rolling hills and mountains of stunning beauty.

CITY GOVERNMENT

The City of Napa was incorporated as a city on March 23, 1872. Napa became a charter city by the vote of the people at an election held December 16, 1914. The City of Napa operates under the council-manager form of government. The City Council consists of a directly elected four-year term Mayor and four City Council members who are elected at-large and serve four-year overlapping terms. In addition to appointing the City Manager, the City Council appoints the City Clerk and City Attorney. All other employees are appointed by the City Manager in conformance with the City Charter or Civil Service Commission regulations. The City Manager serves as Executive Director of the Redevelopment Agency and the Mayor and Council are its Board of Directors. With a total budget of \$65 million and a staff of 450 full-time employees, the City directly provides a variety of services including police, fire, and water. Refuse collection and recycling are contracted services provided by a private firm. Sewer services are provided by the Napa Sanitation District. City departments include Community Resources, Economic Development/Redevelopment, Finance, Housing, Police, Fire, Community Development, Public Works, and Personnel. The Human Resources Department (Personnel) operates under the direction of the Civil Service Commission.

CITY CLERK DEPARTMENT

The City Clerk Department is the primary link between City Council, City staff, and the public. The office of the City Clerk is committed to providing maximum access to municipal government in an efficient, courteous, and professional manner.

Primary responsibilities include the preparation of official City Council agendas, documents and minutes; records management; public relations; claims processing; campaign finance and statements of





- After establishing best practices and fundamental processes for the City Clerk's office, employing information technology to further automate department functions is a key priority for the new City Clerk (e.g. paperless agendas, records management, historic materials inventory/preservation).
- Providing leadership and management of departmental staff is a primary focus for the new City Clerk. Managers who value the empowerment of staff and the ongoing training and development of office personnel will be favorably considered.

THE IDEAL CANDIDATE

Ideal candidates possess direct knowledge and experience in administering the functions of a City Clerk's office (at least five years), including three years at a supervisory level, and an AA degree; Bachelor's Degree, Certified Municipal Clerk and Notary Public certifications desired. Successful candidates enjoy a strong understanding of system and process flows with an appreciation for the uses of technology to streamline processes and procedures. This enthusiastic and customer service oriented leader will exhibit outstanding communication skills, critical thinking abilities, and embrace the empowerment and mentoring of staff.

Leadership and Management Style

The City is searching for a City Clerk with the following additional leadership and management characteristics:

- Detail oriented
- Brings a "roll up your sleeves" approach to the position
- Ability to multi-task and prioritize
- Strong interpersonal skills
- Accessible and responsive to the Council, City staff and the community

CURRENT ISSUES AND PRIORITIES

In preparation for the recruitment of a new City Clerk, the City has identified the current challenges and opportunities that will be embraced by the successful candidate:

- The City Clerk's office provides support for a number of entities, internal and external, including City Council, City boards and commissions, City departments, and the public. The new City Clerk will be charged with assessing current practices with a focus on streamlining processes and procedures so as to provide the best customer service to these various stakeholder groups. A thorough review and analysis of past work practices to insure they meet the needs of the users, are in line with the City's efforts to automate information, and comply with local and state laws is vital. The ability to address a multitude of tasks and establish priorities will be paramount.
- The City Clerk serves as editor of the City's municipal code. The new City Clerk will ideally possess knowledge and experience in code codification with an immediate focus on reviewing this past year's codification efforts to insure compliance.





APPLICATION AND SELECTION PROCEDURE

The final filing date is Friday, April 17, 2009. To be considered for this excellent career opportunity, please submit your resume with cover letter, current salary, and a list of four work-related references. Your resume should reflect both months **and** years of current and prior positions and also the size of budget and staff you have managed. Submit materials to:



Stuart Satow
CPS Executive Search
241 Lathrop Way
Sacramento, CA 95815

Tel: 916 263-1401

Fax: 916 561-7205

Email: resumes@cps.ca.gov

Website: www.cps.ca.gov/search

City website: www.cityofnapa.org

- Understands how to manage and motivate employees; empowers staff to achieve their maximum potential
- Has excellent communication skills; both oral and written
- Displays a high degree of political sophistication, but remains apolitical
- Possesses a strong sense of ethics, both personally and professionally
- Calm under pressure

COMPENSATION AND BENEFITS

The salary range for the City Clerk is **\$96,600 - \$116,700**. Appointment within the range will depend on the qualifications of the successful candidate. The City offers a competitive benefit package that includes:

Retirement – PERS 2.7% @ 55 retirement - *8% employee paid portion is tax deferred pursuant to IRS 414(h)(2)

Deferred Compensation – City contribution of \$300 per month

Health, Dental and Vision Insurance – Group plans for employee and dependents, with \$20/month employee premium contribution

Vacation – Three weeks per year, increasing with years of service, and up to fifteen days of management leave annually

Holidays – Average of thirteen annually

Sick Leave – Twelve days per year

Auto Allowance – \$375 per month

Life Insurance – \$100,000 Coverage

Retiree Medical Payments – \$347 per month after 10 years of City of Napa service

Selection Process

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant in mid-April, following which the most qualified candidates, as determined by the City, will be invited to be interviewed as finalists on Friday, May 15th. The City anticipates making an appointment to the position by late May following a final interview and the completion of reference and background checks.

